

**Full-Time NON-TEACHING Employee - Annual Performance Evaluation Steps**

The actions/steps for the FY 2024 - 2025 performance evaluation process are outlined below:

| PERFORMANCE EVALUATION PROCESS – TEACHING FACULTY |  |                                 |   |
|---|--|---------------------------------|---|
| Steps   | Action/Steps to Complete   | Person to Complete Step         | Due Date  |
| 1.  | Non-Teaching Employees complete Self-Evaluation Form electronically in NEOED   | Non-Teaching Employee           | 5/31/2025   |
| 2.  | Supervisors complete Supervisor Evaluation Form electronically in NEOED  | Supervisor                      | 7/11/2025   |
| 3.  | Supervisors meet with Non-Teaching Employee to discuss job performance   | Supervisor                      | 7/11/2025   |
| 4.  | Supervisors electronically sign evaluation in NEOED  | Supervisor                      | 7/11/20025  |
| 5.  | Supervisors in the chain of command electronically review and acknowledge the evaluation in NEOED  | Supervisors in Chain of Command | 07/31/2025  |
| 6.  | Non-Teaching Employee review and sign completed electronic evaluation documents in NEOED   | Non-Teaching Employee           | 8/15/2025   |
| 7.  | Non-Teaching Employee wishing to dispute the evaluation outcome must email concerns in writing to the Human Resources Office ( <a href="mailto:hr@lee.edu">hr@lee.edu</a> ) by the assigned deadline | Non-Teaching Employee           | 5 business days after receiving the completed evaluation in NEOED |

**NEOED Access**

Log into NEOED using the College's [Single Sign On \(SSO\) website](https://leecollege.onelogin.com/launch/1566527) (<https://leecollege.onelogin.com/launch/1566527>). When logging in to the SSO site, use the username and password IT created for you. If you need assistance logging into SSO, contact the IT Help Desk – Email: [helpdesk@lee.edu](mailto:helpdesk@lee.edu), Phone: (281) 425-6952.

**Questions/Assistance**

If you have questions about the steps listed above or need help using NEOED, please contact the Human Resources Staff – Email: [hr@lee.edu](mailto:hr@lee.edu), Phone: 281-425-6875.